

Remember that **all the conditions of your future job must be reflected in the labour contract**: the work duties, salary, days off, overtime, medical insurance, etc.

The labour contract should not contain such phrases as “perform other work at the request of the employer”, “work overtime at the employer’s request”, “temporarily work for another employer”, etc. **Your employer does not have the right to demand that you perform duties not specified in the contract or force you to work for another employer.**

Remember that **all possible deductions from your wage must also be specified in the contract** (for example, in cases when the intermediary’s fee or the costs of travelling to the destination country are deducted from your salary).

### 10. Whom can you contact in a difficult situation?

If you find yourself in a difficult situation abroad, you can always contact various organizations and request their assistance:

- Ukrainian embassies/consular departments abroad
- State and nongovernmental organizations
- Local judicial bodies
- Organization of the Ukrainian diaspora in the destination country
- Other civic organizations, for example, religious ones

**Remember that even if you are staying in a foreign country illegally, you can still contact appropriate organizations for assistance.**

### General rules for safe travelling abroad

• **Watch your passport!** Never give your passport to anyone, except the staff of embassies, consular offices, and border checkpoints. Your passport is your ID and must always be with you. If you lose your passport abroad or if it is taken from you by force, contact the Ukrainian embassy or consulate in the country concerned

• **Make photocopies of all important documents!** Before the departure make photocopies of your passport, visa, insurance policy, and any other documents related to your trip. Keep them in a safe place and separately from the originals. Moreover, leave copies with your relatives and/or friends in Ukraine

• **Do not depart from the country of origin until you receive the exact contact information regarding the place of your employment and a safe and reliable place of residence.** Give your relatives and/or friends your address abroad and detailed information about your employer

• **Be prepared for emergency situations!** Write down the contact information of the Ukrainian embassy/consulate in the country of your destination and immediately contact the staff of the appropriate institution in case of emergency

• **Make sure you are aware of the danger of human trafficking.** Some criminal groups operate in Ukraine that sell people into slavery abroad under the cover of legal employment. Remember that no one is immune to such dangerous situations. Contact one of our Centres for Migrant Advice and learn more how to minimize the risk of becoming a victim of human trafficking. You can also visit the Counter-Trafficking Program website of the IOM Mission in Ukraine: <http://stoptrafficking.org>

[www.migrantinfo.org.ua](http://www.migrantinfo.org.ua)

**LEARN  
more**

### Centres for Migrant Advice

**Kyiv: (044) 537-07-10**  
**Kharkiv: (057) 752-81-25**  
**Odesa: (048) 728-27-02**  
**Lviv: (032) 297-68-13**  
**Ternopil: (0352) 52-39-52**

**8-800-505-50-10**  
FREE from any landline phone in Ukraine

**527 FREE from life:), Kyivstar and MTS mobile phone numbers**

[www.migrantinfo.org.ua](http://www.migrantinfo.org.ua)

### Ensure your safety in advance

### Learn about your rights when studying, working, travelling or living abroad

### Contacts

Hotline of the Counter-Trafficking Department of the **Ministry of Internal Affairs of Ukraine**  
(044) 254 76 04 (daily, 16:00-20:00)

Call-centre of the **Ministry for Foreign Affairs of Ukraine**  
(044) 238-15-50 (24 hours)

**Ministry of Labour and Social Policy of Ukraine**  
(044) 289-50-97 (Mon-Thu, 17:00-18:00; Fri, 17:00-17:45).

Hotline of the **Ukrainian National Central Bureau of Interpol**  
(044) 254-98-36 (24 hours)

### EMBASSIES and CONSULAR SECTIONS

**Republic of Austria**  
Ivan Franko Str., 33, Kyiv 01030  
Tel.: (044) 288-09-43  
Fax: (044) 230-23-52  
kiev-ob@bmeia.gov.at  
www.bmeia.gov.at/kiev

**Kingdom of Belgium**  
Leontovych Str., 4, Kyiv 01030  
Tel.: (044) 238-26-00  
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ambelvisakiev@voliacable.com  
www.diplomatie.be/kiev

**Republic of Bulgaria**  
Hospitalna Str., 1, Kyiv 01023  
Tel.: (044) 234-99-29  
Fax: (044) 235-51-19  
embuln@i.kiev.ua

**Canada**  
Yaroslaviv Val, 31, Kyiv 01901  
Tel.: (044) 590-31-00  
Fax: (044) 590-31-87 (Immigration Section)  
kyiv@international.gc.ca  
www.kyiv.gc.ca,

**Republic of Croatia**  
Artema Str., 51/50, Kyiv 01901  
Tel.: (044) 486-21-22 (consular section)  
Fax: (044) 484-69-43  
croemb.ukraine@mvp.ei.hr

**Republic of Cyprus**  
Dmytrivska Str., 18/24, Kyiv 01054  
Tel.: (044) 486-36-05  
Fax: (044) 484-03-93  
kiev@cyprus-consulate.org.ua  
www.cyprus-consulate.org.ua

**Czech Republic**  
(Consular Section)  
Khmelnyskogo Str., 58, Kyiv 01901  
Tel.: (044) 238-26-41, 238-26-42  
Fax: (044) 272-62-04  
kiev@embassy.mzv.cz  
www.mzv.cz/kiev

**Kingdom of Denmark**  
Khmelnyskogo Str., 56, Kyiv 01901  
Tel.: (044) 200 12 60  
Fax: (044) 200-12-81  
ievamb@um.dk  
www.ambkyiv.um.dk

**Republic of Estonia**  
Volodymyrska Str., 61/11, Kyiv 01901  
Tel.: (044) 590-24-40 (consular section)  
Fax: (044) 590-24-41  
consulat.kiev@mfa.ee  
www.estemb.kiev.ua

**Republic of Finland**  
Striletska Str., 14, Kyiv 01901  
Tel.: (044) 278-75-51, 278-70-49  
Fax: (044) 278-20-32  
sanomat.kio@formin.fi  
www.finland.org.ua

**French Republic**  
Reitarska Str., 39, Kyiv 01901  
Tel.: (044) 590-36-80  
Fax: (044) 590-36-24  
www.ambafrance-ua.org

**Federal Republic of Germany**  
Khmelnyskoho Str., 25, Kyiv 01901  
Tel.: (044) 247-68-00  
Fax: (044) 247-68-18

[www.kiev.diplo.de](http://www.kiev.diplo.de)

**Hellenic Republic (Greece)**  
Panfilovtsy Str., 10, Kyiv 01901  
Tel.: (044) 254-54-71, 254-54-72  
(044) 254-54-78 (consular section)  
Fax: (044) 254-39-98  
consul@greece.kiev.ua  
www.greece.kiev.ua

**Republic of Hungary**  
Reitarska Str., 33, Kyiv 01034  
Tel.: (044) 238-63-81(consular section)  
Fax: (044) 230-80-04  
missions.kev@kum.hu  
www.mfa.gov.hu/kulkepviselet/UA/ua

**Republic of Italy**  
Yaroslaviv Val, 32B, Kyiv 01901  
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ambasciata.kiev@esteri.it  
http://sedi.esteri.it/kiev

**Republic of Latvia**  
Sichnevoho Povstannia Str., 6B, Kyiv 01901  
Tel.: (044) 490-70-31, 490-70-37  
Fax: (044) 496-25-81  
consulate.ukraine@mfa.gov.lv  
www.latvija.lv

**Republic of Lithuania**  
Buslivska Str., 21, Kyiv 01901  
Tel.: (044) 254-09-36 (consular section)  
Fax: (044) 254-09-37  
embassy@ltembassy.org  
http://ua.mfa.lt

**Kingdom of the Netherlands**  
Kontraktova Str., 7, Kyiv 01901  
Tel.: (044) 490-82-00  
Fax: (044) 490-82-09  
kie@minbuza.nl  
www.netherlands-embassy.com.ua

**Kingdom of Norway**  
Striletska Str., 15, Kyiv 01901  
Tel.: (044) 590-04-70  
Fax: (044) 234-06-55  
visum.kyiv@mfa.no  
www.norway.com.ua

**Republic of Poland**  
(Consular Section)  
Khmelnyskoho Str., 60, Kyiv 01034  
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romania@iptelecom.net.ua

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(Consular Section)  
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embrus@public.icyb.kiev.ua  
www.embrus.org.ua

**Slovak Republic**  
Chapaieva Str., 4, Kyiv 01901  
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**Republic of Slovenia**  
Khmelnyskoho Str., 48, Kyiv 01030  
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vki@gov.si

**Kingdom of Spain**  
Khoryva Str., 46, Kyiv 01901  
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emb.kiev@mae.es  
www.mae.es/Embajadas/kiev/es/home

**Kingdom of Sweden**  
Ivana Franka Str., 34/33, Kyiv 01901  
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www.swedenabroad.com/kiev

**Swiss Confederation**  
Kozyatynska Str., 12, Kyiv 01015  
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kie.vertretung@eda.admin.ch

**Republic of Turkey**  
Arsenalna Str., 18, Kyiv 01901  
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Tel.: (044) 494-34-30, 490-36-60  
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info@ukvac-ua.com  
www.britemb-ukraine.net

**United States of America**  
(Consular Section)  
Pymonenka Str., 6, Kyiv 01901  
Tel.: (044) 490-44-22  
Fax: (044) 236-48-92  
http://kiev.usembassy.gov

### CENTRES FOR MIGRANT ADVICE

**Kyiv**  
International Organization for Migration,  
Mission in Ukraine  
8 Mykhailivska Str.  
Kyiv 01001  
Tel.: (044) 537-07-10  
Fax: (044) 568-50-16  
consultant@iom.kiev.ua  
www.migrantinfo.org.ua

**Kharkiv**  
Kharkiv Oblast Charitable Foundation  
“Social Service of Assistance”  
116 Gvardiysiv Sheronivitsiv Str.  
Kharkiv 61195  
Tel.: (057) 752-81-25  
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office@caritas.kharkov.ua

**Odesa**  
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Odesa 65074  
Tel.: (048) 728-27-02  
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lawcentre@mail.ru

**Lviv**  
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21 Lysenka Str. (1st floor)  
Lviv 79008  
Tel.: (032) 297-68-13  
Fax: (032) 297-66-24  
office@zurc.org  
www.zurc.org

**Ternopil**  
Ternopil City Women’s Club  
“Revival of the Nation”  
1 Taras Shevchenko Blvd.  
Ternopil 46001  
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www.migration-info.org.ua

# YOU HAVE THE RIGHT to know more

## BASICS OF SAFE EMPLOYMENT ABROAD



### Centres for Migrant Advice



Capacity Building  
in Migration Management  
Programme

[www.migrantinfo.org.ua](http://www.migrantinfo.org.ua)

# BASICS OF SAFE EMPLOYMENT ABROAD

Careless attitude to employment abroad may cause you a lot of harm: a limitation of the right to labour emigration, restraint of your liberty, and loss of your health or even your life. Citizens find themselves in difficult situations because of their trusting attitude and lack of knowledge about realities of working and living abroad.

**Remember:** you need to know your rights and be prepared to protect them. If you plan to travel abroad for employment, you need to have reliable and complete information about your future job and living conditions abroad.

## 1. Consider all the advantages and disadvantages of working abroad

Do not believe the bright pictures that an intermediary agency or your acquaintances may picture for you. Rather, you need to consider realistically the prospects that foreign employment holds out. Consider *how much you are willing to spend on the arrangements for your departure*, including the cost of preparing the documents, visa and other consular fees, the fee charged by the intermediary agency for finding an employer and document processing, your travel and living costs, etc. Your expenditures may reach a total of 10 000–20 000 UAH or even more. Estimate whether your potential earnings will exceed these costs.

Consider what *impact your prolonged employment abroad may have on the well-being of your family*: a lack of supervision over children and a prolonged absence of communication with the members of your family may lead to considerable misunderstandings and conflicts.

## 2. Find an employer

If you decide that it is worthwhile to work abroad, you need to *find a specific employer* in your destination country.

You can contact a prospective employer directly (e.g. by finding an advertisement of a job vacancy in the newspaper or in the Internet) or use the services of intermediary agencies.

The Internet sites of the Ministry of Labour of foreign countries very often contain information about governmental employment programs for foreign citizens with specific qualifications or job offers from companies that are interested in employing foreigners. **Contact potential employers** by sending them your CV and a cover letter (which needs to contain general information about you, your qualifications, and your desired position).

Alternatively, you can use the employment services of intermediary agencies. You need to be particularly careful because there is a number of fraudulent intermediaries that offer employment abroad. First of all, check whether a specific intermediary agency has *a license issued by the Ministry of Labour and Social Policy of Ukraine* for providing intermediary services in foreign employment. In order to do so, **call the Ministry of Labour and Social Policy (8 044 289-50-97, Mon–Thu 5-6 pm, Fri 5-5:45 pm)**. Make sure you find out which countries are covered by the intermediary’s license.

You need to know that under current Ukrainian legislation (paragraph 7.1.5 of the Resolution of the State Committee of Ukraine for Regulatory Policy and Entrepreneurship No. 155/534 of December 19, 2001), **you have the right not to pay to the intermediary**

**until FULL services have been provided to you** (i.e. signing the labour contract with your foreign employer).

Sign a **contract with the intermediary agency for providing the service of arranging employment abroad**. Carefully read the contract before signing it. You need to understand clearly what services the intermediary agency promises to provide to you and what will happen if it fails to do so. Detailed information about how to protect yourself from fraudulent intermediary firms can be found in our brochure **Learn More to Protect Yourself from Fraudulent Intermediary Agencies**.

## 3. Make sure you have been offered legal employment

Do not believe promises of fast and easy employment abroad. **Be prepared and aware that the process of legal employment may require a lot of time and effort**. In order to be legally employed abroad, you need to comply with all the procedures prescribed by the law. For example, obtaining an employment permit may take from three months up to one year or even longer.

**Remember that the legislation of foreign countries protects, above all, their own citizens, creating certain barriers and a special procedure for the employment of foreign citizens.**

**BE AWARE** that in order to be **legally employed abroad**, you need to have:

- A valid foreign passport**
- A proper visa (in most cases a work visa)**
- A labour contract with a foreign employer**
- A work permit (typically issued by an employment body in the country of destination) or a residence permit (usually issued by law enforcement bodies or embassies)**

## 4. Are you aware of illegal employment risks?

**Illegal employment** is primarily employment:

- without a proper work permit
- without a proper visa
- without a labour contract

At first sight, illegal employment may seem simpler to you because you will not have to go through complicated bureaucratic procedures. Many people become victims of labour exploitation or human trafficking because they are not aware of the risks associated with the illegal employment or disregard them hoping that nothing bad will happen to them.

You need to understand that by **working illegally you violate the law**. An illegal worker will be prosecuted according to the law, deported, and denied the right to enter the country in the future (in case of deportation from a Schengen country, an illegal worker will be banned from entering all countries of the Schengen area). **If you are employed illegally, you will be constantly afraid of being arrested by the police.**

Moreover, illegal workers are absolutely **helpless in the face of abuse by their employers** and become **totally dependent on them**. Illegal workers are often forced to work in horrible and hazardous conditions and live in barracks; their freedom of

movement is restrained and they often suffer from violent treatment.

**As an illegal worker, you cannot properly protect your rights:** the right to normal working and living conditions, rest periods, days off, and disability benefits. Moreover, you will be paid less than if you were employed legally.

**REMEMBER that illegal workers run the highest risk of becoming victims of human trafficking or labour exploitation.**

## 5. You need a work permit

**In order to employ foreign citizens**, an employer needs to receive a **special authorization/permit** issued by the respective employment body of the country concerned. For example, in Ukraine such permits are issued by State Employment Centres. Such work permit is, as a rule, mentioned in the list of documents required for a work visa. In most cases, only a work permit enables your employer to offer you legal employment.

If an employer invites you to come without an official work permit, you need to check carefully before your departure whether such actions comply with the current legislation of the destination country. If it does not, your employment will be illegal.

## 6. Do you have an appropriate visa for working abroad?

A visa is a documentary proof of the permission to enter the country which is issued by the consular office of the country concerned and is stamped inside of a foreigner’s passport. Visa types depend on the purpose of entry (business, tourism, study, medical treatment, etc), the duration of your stay in the country and the number of entries (crossings of the country’s border).

As a rule, migrant workers need a **WORK** visa. The documents required for receiving a work visa typically include a signed contract with an employer and a work permit issued by the proper employment body in the country of your future employment.

**BE AWARE** that:

- It is **IMPOSSIBLE** to depart on a tourist or guest visa and change it to a work visa abroad. Do not believe such promises
- Full employment with a guest, business, sports, student or other non-work visa is **ILLEGAL**
- **It is impossible to obtain a work visa through intermediaries**. You must **PERSONALLY** contact the consular department of the embassy of the country concerned, submit all the necessary documents, and have an interview if this is required by the consular department
- The consular fee is a mandatory non-refundable fee for processing your application by the consulate. The staff of the consulate will tell you how much the fee is and what the payment procedure is. **Do not pay intermediary agencies for a “guaranteed visa”!**
- **Work visas are valid for the limited periods of time** (usually, one year). If your labour contract stipulates a longer period of employment abroad, you will need to have your visa extended

## 7. Have you signed a labour contract with your employer?

A labour contract is a contract between you and your employer which specifies your

rights and duties as well as those of your employer. Only on the basis of the signed labour contract can you and your employer make demands or complaint regarding each other.

Before signing the contract, make sure you **familiarize yourself with the rights of employees and migrants in the country of destination**. Most countries have established standards for the minimum wage, maximum working hours, and compensation due in case of job-related accidents.

**Remember that a labour contract must be a contract between you and your employer but not between you and the intermediate agency!**

You have to receive your copy of the labour contract with all the signatures. **Keep your copy for the entire duration of your stay**.

Do not believe it when they promise that you will be able to go abroad and search for an employer or sign your labour contract there. In most cases, this means that you will work illegally or find yourself in slavery.

## 8. Does the contract make it clear to you what duties you will perform, how much you will be paid, and how you can terminate the contract with your employer?

The contract must be written in a language you understand (Ukrainian, Russian, English, etc). **Do not ever sign a contract if you do not understand even several words in it**. Do not sign a contract with missing words (empty lines) which someone may fill out after you sign it.

Read your contract several times before signing it. Your employer or intermediary must not force you to sign the contract as soon as possible. You need to have enough time to study the contract and consider your decision. **You have the right to take a copy of the contract and request legal assistance or call one of our Centres for Migrant Advice (CMA)**. If you are denied this opportunity, this is already a violation of your rights.

## 9. What should a labour contract contain?

- A complete list of tasks which the worker will perform, the place of employment, and the contract time**
- The wage and all the deductions and bonuses**
- The wage payment procedure**
- In-kind compensation, including room and board at the employer’s expense, if this is envisaged**
- Working hours, days off, and holidays**
- Travelling to the country of destination and return to the country of origin, including obligations in case of deportation**
- Disability benefits and medical and dental insurance**
- Payments and deductions to the social security fund(s)**
- Condition for changing, terminating and rescinding a labour contract**
- The procedure for settling disputes**